

Enfield Council

Local Validation Requirements for planning applications (Draft 5th March 2023)

All Applications Except Householder Applications

PLANNING APPLICATION CHECKLIST

All Applications Except Householder Applications

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If the correct requirements are provided, we will validate your application within 5 working days of receipt, any missing/incorrect requirements may result in delays or rejection of your application. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the thresholds listed below are not met.

Pre-application Service

Applicants are encouraged to engage in pre-application discussions with the Council before an application is made through the [pre-application advice service](#). The pre-application advice service will assist in understanding our policies and specialist areas, identifying potential challenges early on and find solutions, getting advice about how to improve your scheme and also tailoring the list of requirements that apply to your development.

Plans and drawings

Please read the Local Validation List carefully before submitting a planning application and please note that not all the information itemised in the local list will be required for every application.

There are requirements for plans/drawings in both the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Supporting documents

You can find further guidance on preparing an application, including information or justification required, in the [Enfield Core Strategy \(2010\)](#), the [Enfield Development Management Document \(2014\)](#) and relevant [Supplementary Planning Documents](#).

To find information on constraints and applicable policies for your location, you can check constraints on our [Local Plan Policies Map](#).

All text on plans and within statements should be of a reasonable size (i.e., Arial 12) and in a clear font, so that the material can be read easily.

Publicly accessible information

Information submitted in support of any application will be published online and made publicly available. If you believe exceptional circumstances mean a particular piece of information should not be disclosed, you must discuss this with the Local Planning Authority prior to submission. Advice on sensitive information in planning applications can also be found in the national [Planning Practice Guidance \(NPPG\)](#).

How to use this document

This document is divided into six parts and provides guidance as follows:

- Part 1 - National Validation Requirements - for all applications
- Part 2 - Local Validation Requirements - plans and drawings for applications
- Part 3 - Local Validation Requirements - supporting documents for applications
- Part 4 - Validation Requirements – quick guide checklist for all applications
- Part 5 - Local Validation Requirements – additional guidance on planning statements
- Part 6 - Validation Requirements – quick summary guide for applications

PART 1: NATIONAL VALIDATION REQUIREMENTS - YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION:

Requirement	When Required	Reason Required	Notes on Requirement
1.Completed 1APP National Standard Application Form, signed and dated and certificates	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>The Application must include:</p> <ul style="list-style-type: none"> • Completed Ownership Certificate • Agricultural Land Declaration (A, B, C or D as applicable), signed and dated. <p>Where Ownership Certificate B, C or D has been completed, the correct Notice under DMPO 2015 which must be given and served on the owner(s) and/or published in a local newspaper.</p> <p>The application form must include data required by the Greater London Authority Data Standard.</p>
2.Application fee	Required for all applications liable for a fee	The Town and Country Planning (fees for Applications, deemed applications, Requests and Site Visits) (England)Regulations 2012 (as amended)	Refer to Planning Portal Planning Fee Calculator

3.Location Plan	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>A Location Plan must include:</p> <ul style="list-style-type: none"> • The direction north. • A unique reference number • An up-to date Ordnance Survey map at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) • Sufficient name roads and/or buildings on land adjoining the application site. • The application site boundaries and all land necessary to carry out the proposed development i.e., land required for access to the site from the road, outlined in red. • A blue line drawn around any other land owned by the applicant that is close to or adjacent to the property. <p>Further guidance can be found here: https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf</p>
4.Design and Access Statement	<p>Required for:</p> <ul style="list-style-type: none"> • Major developments • Proposals in a Conservation Area and involves additional floorspace of 100m² or more • Proposal affecting the setting, appearance or character of a listed building, an historic park or garden or a scheduled ancient monument. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>A design and access statement must:</p> <ul style="list-style-type: none"> • Explain the design principles and concepts that have been applied to the development • Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account • Explain the policy adopted as to access, and how policies

			<p>relating to access in relevant local development documents have been considered</p> <ul style="list-style-type: none"> • State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and • Explain how any specific issues which might affect access to the development have been addressed. <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application. Guidance can be found on the Planning Portal regarding Design and Access Statements:</p> <p>https://www.planningportal.co.uk/services/help/frequently-asked-questions/planning/about-the-planning-system/what-is-a-design-and-access-statement</p>
5.Additional plans and drawings necessary to describe the proposed development	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north.</p> <p>Although not a requirement of legislation, the inclusion of a linear scale bar and site address is also useful, particularly in the case of electronic submissions.</p>

6.Fire Statement	<p>An application for planning permission for development which involves:</p> <ul style="list-style-type: none"> • The provision of one or more relevant buildings • Development of an existing relevant building • Development within the curtilage of a relevant building • Relevant buildings are defined as: Contain two or more dwellings or educational accommodation • Meet the height condition: 18m or more in height, or 7 or more storeys 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>	<p>Further information can be found here: https://www.gov.uk/government/collections/fire-safety-legislation-guidance-for-those-with-legal-duties</p>
7.Environmental Statement	<p>Projects requiring an Environmental Impact Assessment</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	<p>Applicants can request a 'screening opinion' to establish whether an EIA is required before submitting a planning application and/or a 'scoping opinion' to establish the scope and level of detail of information to be provided in the environmental statement.</p> <p>Refer to: https://www.gov.uk/guidance/environmental-impact-assessment</p>

PART 2: LOCAL VALIDATION REQUIREMENTS - PLANS AND DRAWINGS

Requirement	When Required	Reason Required	Notes on Requirement
1.Existing and Proposed Block Plan – Scale 1:100, 1:200 or 1:500 clearly showing all the site boundaries and the direction of North	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should include: <ul style="list-style-type: none"> • footprint of new building works and existing structures • roads / parking areas / footpaths • landscaping / position of trees – label any individually protected trees (TPO) • fences / site boundaries • location of signage (for advertisement applications)
2.Existing and Proposed Elevations – Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (shown crosshatched in red), and show relationship to neighbouring buildings including relative building heights.
3.Existing and Proposed Floor Plans – Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate (including extent and mix of uses). They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown crosshatched in red). They should include location, type and spread of trees on the site and adjoining land including pavement.

4.Existing and Proposed Roof Plan	All proposals that involve any alterations or extensions to the roof of the building(s)	In order to describe the development proposed.	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red).
5.Existing and Proposed Sections – Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red) and finished floor and site levels. Cross and long sections should be provided for all new and altered buildings to reveal construction details. These should be shown in context with ground levels and immediately adjacent buildings where necessary.

PART 3: LOCAL VALIDATION REQUIREMENTS – SUPPORTING DOCUMENTS

Requirement	When Required	Reason Required	Notes On Requirement
Air Quality Assessment (AQA) and Air Quality Neutral	Proposals involving: <ul style="list-style-type: none"> • major developments • any development that could have a significant impact on air quality, either directly or indirectly. 	London Plan (2021) – S11	<p>This should provide details of how a residential scheme (or other sensitive uses) will be successfully accommodated and how it would impact the air quality of the area.</p> <p>If the proposal involves a major development, then an Air Quality Neutral Assessment will be required.</p> <p>The whole of the borough has been declared as an Air Quality Management Area.</p>
Archaeological Assessment	Proposals where groundworks are within an Archaeological Priority Zone (APZ) or Archaeological Priority Area (APA).	London Plan (2021) – D10, HC1	<p>Archaeological Priority Areas (APAs) are used to highlight where development might affect archaeological remains.</p> <p>You can find more information about Enfield’s Archaeological Priority Areas (APAs) in the Local Plan Proposals map:</p> <p>https://historicengland.org.uk/content/docs/planning/apa-enfield-pdf/</p> <p>An archaeological desktop assessment should contain plans showing historic features, listed buildings & structures, historic parks & gardens, historic battlefields & scheduled ancient monuments, an analysis of the significance of archaeological, history & character of building/structure, principles of and justification for proposed work.</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included.</p>

			<p>Refer to:</p> <p>https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/our-advice/</p> <p>This assessment should be prepared by a qualified individual or organisation.</p>
Basement Impact Assessment (BIA)	Proposals that include new or enlarged basements	London Plan (2021) – D10	<p>The level of information required will be commensurate with the scale, location and complexity of the scheme. However, the BIA must include the following stages:</p> <ul style="list-style-type: none"> • Stage 1 - Screening • Stage 2 – Scoping • Stage 3 - Site investigation and study • Stage 4 - Impact assessment • Stage 5 - Review and decision making. <p>The purpose of a BIA is to enable the Council to ‘assess whether any predicted damage to neighbouring properties and the water environment is acceptable or can be satisfactorily ameliorated by the developer</p> <p>We will expect a ‘non-technical summary’ of the evidence that applicants have gathered against each stage of the BIA. This should be presented in a format which can be fully understood by those with no technical knowledge.</p> <p>This should be prepared by a qualified individual or organization.</p>

Biodiversity Assessment	Proposals within: <ul style="list-style-type: none"> • a Site of Special Scientific Interest (SSSI) • a Special Protection Area (SPA) • a river/green corridor, or that may have an impact on wildlife and biodiversity, especially where protected species may be affected. 	London Plan (2021) – G1-G9 Enfield Core Strategy (2010) - CP36 Enfield Development Management Document (2014) – DMD78, DMD79	This includes demolition and refurbishment works which may impact species using the existing building, such as swifts or bats. Surveys should be undertaken at the appropriate time of year. Special Protection Areas (SPA) include: <ul style="list-style-type: none"> • Site of Metropolitan Importance for Nature Conservation • Site of Borough Importance for Nature Conservation • Site of Local Importance for Nature Conservation You can check these constraints on our Local Plan Policies Map Refer to: https://www.enfield.gov.uk/services/planning/climate-change-and-biodiversity https://www.enfield.gov.uk/services/planning/ecological-assessments-for-planning-applications
Community Infrastructure Levy Information	Proposals including new buildings or extensions which involve the creation of 100m ² or more of gross internal floorspace, or involve the creation of one or more dwellings (even where this is below 100m ²)	Required by National Planning Practice Guidance: Paragraph: 098 Reference ID: 25-098- 20190901	CIL is a charge on new development to pay for infrastructure (e.g., sports facilities, schools, parks, health facilities and transport). Refer to: https://www.enfield.gov.uk/services/planning/planning-obligations https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/additional-information-required-when-making-a-planning-application

Contaminated Land Assessment	Proposals on potentially contaminated land. This could include: <ul style="list-style-type: none"> • former landfill sites • railway land • waste disposal sites/scrapyards • petrol stations • land used for chemical or industrial processes 	London Plan (2021) – SD1 and E7 Enfield Core Strategy (2010) - CP22, CP32 Enfield Development Management Document (2014) – DMD66	<p>The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p> <p>In order to assess potential site contaminants, at a minimum a Preliminary risk assessment (PRA), in the form of a Desk Top Study must include:</p> <ul style="list-style-type: none"> • a description of the site and the scope of the site inspection • a full review of historical land use and the potential for contamination, • contaminant type and characteristics • details of consultation with the relevant regulatory authorities • an outline Conceptual Site Model (CSM) identifying potential risks <p>This assessment should be prepared by a qualified individual or organisation in consultation with the council's Environmental Health team.</p>
Daylight / Sunlight assessment	Proposals that may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.	London Plan (2021) – D1-D9 Enfield Core Strategy (2010) – CP4, CP30, CP32 Enfield Development Management Document (2014) – DMD6, DMD8, DMD10, DMD37, DMD43, DMD69 The London Housing Supplementary	<p>The assessment should identify and examine the impacts upon existing properties and sites with extant planning permissions.</p>

		<p>Planning Guidance (2016).</p> <p>Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice BRE (2022)</p>	
Electronic Communications Code Operators supplementary information	<p>Proposals for mast and antenna development by Electronic Communications Code Operators and mobile phone network operators in England</p>	<p>London Plan (2021) – SI6</p> <p>Communications Act 2003</p> <p>Electronic Communications Code 2017</p>	<p>Supplementary information to be included is as follows:</p> <ul style="list-style-type: none"> • Area of search • Details of any consultation undertaken • Details of the proposed structure • Technical justification and information about the proposed development. <p>Applicants must provide a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>
Energy Assessment	<p>Proposals involving:</p> <ul style="list-style-type: none"> • major developments • minor developments creating new residential and/or commercial units • commercial/community/industrial extensions of 250m² or greater. 	<p>London Plan (2021) – SI1-SI5</p> <p>Enfield Core Strategy (2010) – CP20-CP22, CP31</p> <p>Enfield Development Management Document (2014) – DMD49, DMD50,</p>	<p>An Energy Assessment should include the following:</p> <ul style="list-style-type: none"> • Demonstrate how the development will minimise CO2 emissions in line with the Mayor’s energy hierarchy • Details setting out the off-setting or remaining CO2 emissions to be secured with s106 agreement / draft heads of terms. <p>For major developments located within decentralised energy network (DEN) opportunity areas or within close proximity (500m) to an existing or planned district heating network, demonstrate that the development is suitable and/or ‘future-proofed’ to enable connection to the network</p>

		DMD51, DMD5 Approved Document L, Conservation of fuel and power, Volume 1: Dwellings, 2021 edition incorporating 2023 amendments	For minor residential developments demonstrate how the development will minimise CO2 emissions in line with Part L of Building Regulations. This should include a detailed feasibility analysis of renewable energy technologies, including assessment of heat pumps as a feasible option for the building. Refer to: https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance-and-spgs/sustainable-design-and
Environmental Statement / Environmental Impact Assessment (EIA)	Required for proposals: <ul style="list-style-type: none"> • listed within Schedule 1 of the 2017 Regulations; or • listed within Schedule 2 of the 2017 Regulations and likely to have a significant effect on the environment. <p>You should request a screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an EIA is required.</p>	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)	See national guidance on Environmental Impact Assessment which sets out the circumstances in which an Environmental Impact Assessment (EIA) is required. Applicants can request a 'screening opinion' to establish whether an EIA is required before submitting a planning application and/or a 'scoping opinion' to establish the scope and level of detail of information to be provided in the environmental statement. Refer to: https://www.gov.uk/guidance/environmental-impact-assessment

Financial Viability Assessment (FVA)	Proposals involving: <ul style="list-style-type: none"> • major developments • those triggering a requirement to provide affordable housing • those where viability is relied upon as a material consideration 	London Plan (2021) – H4, H5, H6, H15 Enfield Core Strategy (2010) – CP3 and CP5 Enfield Development Management Document (2014) – DMD6, DMD8, DMD1 and DMD4 The Mayor of London’s Affordable Housing and Viability Supplementary Planning Guidance (SPG)	<p>Viability assessments are used to establish the maximum amount of affordable housing that can be delivered on site; establish whether the loss of certain uses is justified from a viability perspective; and also establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed.</p> <p>Specifically, it should contain detailed information on the following:</p> <ul style="list-style-type: none"> • Gross Development Value • Build Costs (QS Schedule) • Land Value (existing use value plus) • Residual values (including comparables) • Commercial yields /rents (including comparables) • Competitive return to developers • Professional Fees / Marketing costs • Evidence and benchmarks to support all values and costs included in the assessment. • Justification for all assumptions used in the FVA. • A viability assessment model which is capable of full interrogation by the Council and its advisor. • Itemised S106 Heads of Terms and Community Infrastructure Levy (CIL) • Any capital / grant contributions • Build / sale programme • Details of any Registered Housing Provider Scenario testing of the deliverability of the development if the FVA shows a deficit <p>The assessment should be undertaken using a recognized program such as Argus.</p> <p>Applicants must provide the appraisal within the fully testable and editable electronic/software model which allows for full and complete analysis of all the</p>
---	---	--	---

			<p>cost and values, inputs and outputs, calculations and assumptions used in the viability appraisal.</p> <p>The assessment should also include a declaration from assessors that the appraisal provides a fair and true reflection of viability and that this complies with professional and ethical standards.</p> <p>Discussions regarding viability are fundamental to a proposed development being found acceptable at planning stage. It is therefore crucial that this is discussed at pre-application stage with officers</p> <p>You should send an un-redacted affordable housing financial viability assessment. The financial viability statement will be published online. When preparing the assessment, you should remove any personal data you do not want published on our website.</p>
<p>Flood Risk Assessment</p>	<p>Proposals:</p> <ul style="list-style-type: none"> • comprising 1ha or more site area in Flood Zone 1 as designated by the Environment Agency flood map. • involving new buildings and/or basement/ ground level extensions within Flood Zones 2 and 3 as designated by the Environment Agency flood map. • involving new buildings and/or basement/ sited within 8m of a watercourse (including culverted) 		<p>The assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. Those proposing developments should take advice from the emergency services when producing an evacuation plan for the development as part of the flood risk assessment.</p> <p>The development should not impede an overland flow route.</p> <p>You can check these constraints on our Local Plan Policies Map</p> <p>Refer to: https://www.enfield.gov.uk/services/environment/flood-management https://www.gov.uk/check-long-term-flood-risk</p>

			The Environment Agency flood map can be found at: https://flood-map-for-planning.service.gov.uk/
Heritage Statement	Proposals affecting the setting, appearance or character of a listed or locally listed building, an historic park or garden or a scheduled ancient monument.	London Plan (2021) – HC1-HC7 Enfield Core Strategy (2010) – CP37, CP38 Enfield Development Management Document (2014) – DMD44	<p>A written statement that should include:</p> <ul style="list-style-type: none"> • An analysis of the significance of the listed building and any other heritage assets affected (e.g., conservation area), including its setting and current condition of all elements to be affected • A schedule of all works proposed and specification of materials and methodologies to be used • An analysis of how the proposed works would impact on that significance, including why mitigation or alternatives could not be accommodated if harm is proposed • Photographs of the affected areas where works are proposed with annotations referencing the locations within the building and linking to locations on plans / drawings • Justification for the works, including the principles and methodology which informed the proposals and subsequent implementation <p>Refer to: https://www.enfield.gov.uk/services/planning/listed-buildings</p> <p>You can check these constraints on our Local Plan Policies Map</p>
Lighting Assessment	Proposals for external lighting or floodlighting in connection with publicly accessible development or development which is in the vicinity of a residential property, listed building, conservation area or biodiversity protection areas – See Biodiversity Assessment	London Plan (2021) – D8, D9, S5 Enfield Core Strategy (2010) – CP32 Enfield Development Management Document (2014) –	<p>An assessment to be provided setting out details of the external lighting or floodlighting including:</p> <ul style="list-style-type: none"> • Layout plan with beam orientation • A schedule of the equipment in the design • Hours of operation • Light spillage / Light levels • Column heights • Method, type and colour of illumination

		DMD43 and DMD69.	<ul style="list-style-type: none"> • The size of the light fitting • For projecting signs mark the distance from the edge of the sign to the kerb edge. • Evidence demonstrating that consideration has been given to the effect of light from the proposed development on biodiversity, in particular when on or adjacent to a Site of Importance of Nature Conservation, or where roosting or foraging bats are known to frequent or live. Where detrimental effects are identified, suitable on-site mitigation will be required. <p>You can check these constraints on our Local Plan Policies Map</p>
Marketing Assessment	Proposals involving the loss of: <ul style="list-style-type: none"> • public houses • community facilities* • commercial space (Class E) • industrial uses 	<p>London Plan (2021) – E1-E11, HC7</p> <p>Enfield Core Strategy (2010) – CP13, CP18</p> <p>Enfield Development Management Document (2014) – DMD19-DMD34, Appendix 13</p>	<p>The purpose of a Marketing Assessment is to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough.</p> <p>The length of the continuous marketing period and its requirements should be reviewed against the relevant Development Plan Policy for the use. It should generally contain:</p> <ul style="list-style-type: none"> • the period of time the marketing process lasted for • the asking price/rent • details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards • details of the conditions of the building • the terms of sale and/or lease (i.e., any ties on the freehold and leasehold options or restrictive covenants) • copies of all details of approaches and offers with full reasons as to why any offer has not been accepted. • details of community consultation exercises <p>*As set out in 3.1.1 of the Development Management Document</p>

<p>Noise and Ventilation Impact Assessment</p>	<p>Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise disturbance issues to existing buildings; applications involving installation of flues, air conditioning, plant, extraction, mechanical gates etc.</p>	<p>London Plan (2021) – D14 Enfield Core Strategy (2010) - CP4, CP30, CP32 Enfield Development Management Document (2014) – DMD8, DMD68</p>	<p>A noise assessment should be prepared by a suitably qualified acoustician, detailing Noise Exposure Categories and concomitant impact and mitigation measures, including layout, design and insulation.</p> <p>If your proposal involves the installing of equipment which may create noise, you will need to evidence that noise levels will be no greater than 10 dBA below background noise levels. If noise levels rise above this level, for example, at different times of the day, explain in a statement what the levels are and when, and what mitigation measures such as noise insulation are proposed.</p> <p>Where a flue is necessary to support the use of a premises, its location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse impact visually, on occupiers of neighbouring properties.</p> <p>This should include:</p> <ul style="list-style-type: none"> • plans to scale showing the position and design of ventilation and extraction equipment. • full manufacturers details of the equipment proposed including odour abatement techniques • a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements). <p>The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014.</p>
---	--	---	--

Parking and Servicing Provision	Proposals involving: <ul style="list-style-type: none"> major developments minor developments creating new residential and/or commercial units, commercial/community/industrial extensions of 250m² or greater. 	London Plan (2021) – T2, T3, T4, T6, T6.1, T7, SI7-SI9 Enfield Core Strategy (2010) – CP22, CP24, CP25 CP36 Enfield Development Management Document (2014) – DMD45, DMD46-DMD48, DMD57	Applications are required to provide details (where relevant) of: <ul style="list-style-type: none"> Existing and proposed vehicle parking including provision for accessible parking. Details of the proposed servicing to be provided including the location, access/circulation and an indication of vehicle types and expected numbers of deliveries and times per day. These details could also be shown on a site layout plan and supporting written information. Refuse and recycling (waste) storage locations and arrangements for collection, including locations for the collection of vehicles. Information setting out how and where the development will provide cycle parking; and quantum depending on intended users. As a minimum the plan should include: <ul style="list-style-type: none"> The location of loading and unloading The hours of loading and unloading The frequency and size of vehicles Swept paths
Planning Statement	Required for all relevant applications*	London Plan (2021) Enfield Core Strategy (2010) Enfield Development Management Document (2014)	Scope and content dependent on the nature of the proposed development, the type of application and the sensitivity of the proposed development's location. May vary in format from a short summary (i.e., a covering letter) to a detailed document that includes information and commentary on all planning issues relevant to the proposal. The council will exercise proportionality when advising what should be included in the statement and will only require inclusion of information necessary to enable the assessment of the proposed development. *See Guidance Note: Planning Statement below for more details.

Sustainable Drainage Strategy (SuDS)	Proposals involving: <ul style="list-style-type: none"> • major developments • commercial/community/industrial extensions of 250m² or greater. • residential extensions which involve the creation of 100m² of new basement and/or ground floorspace * 	London Plan (2021) – SI 12, SI 13 Enfield Core Strategy (2010) – CP28, CP28 Enfield Development Management Document (2014) – DMD45, DMD59, DMD60, DMD61, DMD62, DMD63	All relevant proposals require a completed SuDS pro-forma available at: https://www.enfield.gov.uk/services/planning/sustainable-drainage-systems Proposals requiring a strategy should contain the following: <ul style="list-style-type: none"> • A plan of the existing site • A topographical plan of the area • Plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks) • The controlled discharge rate for a 1 in 1-year event and a 1 in 100-year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate • The proposed storage volume • Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan • Geological information including borehole logs, depth to water table and/or infiltration test results • Details of overland flow routes for exceedance events • A management plan for future maintenance *Excludes areas currently covered by extensions or paving etc
Tall Building Statement	All applications for tall buildings, those more than 6 storeys or 18m in height	London Plan (2021) – D3, D9, HC1	The statement must include the following: <ul style="list-style-type: none"> • A (Heritage), Townscape and Visual Impact Assessment ((H)TVIA) - which must assess the proposed development from relevant local and strategic designated views, and should analyse the historic and emerging pattern of development to establish important undesignated local views

		<ul style="list-style-type: none">• Views provided should be verified Accurate Visual Representations (AVRs).• A VU.City model should also be shared with officers.• A Wind micro-microclimate study. - the type of assessment required will depend on the height of the building proposed and should be discussed with officers at pre-application stage. It is however advised that tall buildings of 30 metres or more are likely to require either Wind Tunnel testing or Computational (CFD) Simulations.• The assessment should be prepared by a suitably qualified wind engineer using the relevant assessment methodology.• A lighting assessment ensuring that any lighting needed to contribute to a safer environment is balanced against the need to be sensitive to the surrounding area, avoiding excessive lighting and the potential for light pollution and protecting residential amenity and biodiversity.• Additionally, some schemes incorporate internal lighting which, due to the design of the development, would illuminate exterior areas of the site or wider locality. Examples include large, glazed extensions with extensive internal lighting.• The assessment should be carried out by a qualified professional in accordance with up-to-date guidance. <p>If you are proposing a tall building or are unsure whether the proposal would be considered a tall building, is it strongly recommended that this is discussed as part of pre-application engagement.</p>
--	--	--

Transport assessment	Proposals involving: <ul style="list-style-type: none"> major developments commercial/community/industrial extensions of 250m² or greater. 	London Plan (2021) – T1-T9 Enfield Core Strategy (2010) - CP24 Enfield Development Management Document (2014) – DMD48	<p>The Transport Assessment should identify the impact of the proposal on the transport infrastructure including road capacity, public transport and walking and cycling infrastructure.</p> <p>Coverage and detail should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>For smaller schemes, the transport aspects of the application should be outlined.</p> <p>For Major proposals, appropriate baseline data should be considered, alongside cumulative effects of existing and potential development in the area.</p> <p>Accessibility to the site by all modes of transport should be outlined, likely modal splits of journeys to and from the site provided and needs of all users (including people with a disability) considered.</p> <p>The associated Travel Plan should identify how travel to the development will be managed. It must contain proposals to manage sustainably the levels of movement generated with the aim of reducing the environmental impact of vehicles, and promote public transport, walking and cycling opportunities for all users.</p> <p>All Major applications shall be accompanied by a PERS Audit.</p>
-----------------------------	---	---	---

Tree Assessment	Proposals involving: <ul style="list-style-type: none"> the removal or pruning of any existing trees or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m of the building works. the carrying out of demolition, building or engineering operations (including the excavation of foundations, any changes of level and service/utility runs) where these may affect trees or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m of the building works. 	London Plan (2021) - G6 and G7 Enfield Core Strategy (2010) - CP34, CP36 Enfield Development Management Document (2014) - DMD37, DMD79, DMD80 and DMD81 British Standard BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations	The Tree Assessment should include: <ul style="list-style-type: none"> a full tree survey trees proposed for retention / removal, with Root Protection Areas and shade segments shown on proposed layout plans (Tree Constraints Plan); For more detailed schemes, the assessment should also include: <ul style="list-style-type: none"> an Arboricultural Impact Assessment (AIA) evaluation of tree constraints draft tree protection recommendations All reports must be prepared by a qualified arboriculturist and in accordance with policy DMD80 and British Standard BS 5837:2012 Trees in relation to design, demolition and construction – Recommendations. Refer to: https://www.enfield.gov.uk/services/environment/tree-protection-and-planning You can check these constraints on our Local Plan Policies Map
------------------------	---	---	---

PART 4: VALIDATION REQUIREMENTS –CHECKLIST

Validation Requirement		Application Type													
		Householder Application	Full Application	Outline Application	Listed Building Consent	Advertisement Consent	Certificate of Lawful Use (Existing)	Certificate of Lawful Use (Proposed)	Prior Notification	Approval of Reserved Matters	Removal or Variation of Condition(s)	Approval of Details (Conditions)	Tree Works (including TPO consent)	Non-Material Amendment	Minor Amendment (S73/S19)
Part 1: National Planning Application Requirements															
1-7	Documents and Drawings	✓	✓	✓	✓	✓	✓	✓	✓	✓	Ⓢ	Ⓢ	✓	✓	✓
Part 2: Local Application Requirements															
1-5	Plans and Drawings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part 3: Local Application Requirements															
1	Air Quality Assessment (AQA) and Air Quality Neutral		✓	✓						✓	✓	✓			Ⓢ
2	Archaeological Assessment	✓	✓	✓											Ⓢ

3	Basement Impact Assessment (BIA)	✓	✓	✓						✓	✓					Ⓢ	
4	Biodiversity Assessment		✓	✓						✓	✓	✓					Ⓢ
5	Community Infrastructure Levy Information	Ⓢ	✓	✓						✓							Ⓢ
6	Contaminated Land Assessment		✓	✓						✓	✓	✓					Ⓢ
7	Daylight / Sunlight assessment	✓	✓	✓						✓	✓	✓					Ⓢ
8	Electronic Communications Code Operators supplementary information		✓						✓								
9	Energy Assessment	Ⓢ	✓	✓						✓	✓	✓					Ⓢ
10	Environmental Statement / Environmental Impact Assessment		Ⓢ	Ⓢ													
11	Financial Viability Assessment (FVA)		✓	✓						✓	✓	✓					✓
12	Flood Risk Assessment		✓	✓						✓	✓	✓					Ⓢ
13	Heritage Statement	Ⓢ	✓	✓	✓	Ⓢ			Ⓢ	✓	✓	✓	✓				Ⓢ
14	Lighting Assessment		✓	✓						✓	✓	✓					Ⓢ
15	Marketing Assessment		✓	✓						✓							Ⓢ
16	Noise and Ventilation Impact Assessment	Ⓢ	✓	✓						✓	✓	✓					Ⓢ

17	Parking and Servicing Provision		✓	✓						✓	✓	✓			Ⓒ
18	Planning Statement	Ⓒ	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓
19	Sustainable Drainage Strategy (SuDS)	Ⓒ	✓	✓						✓	✓	✓			
20	Tall Building Statement		✓	✓						✓	✓	✓			Ⓒ
21	Transport assessment		✓	✓						✓	✓	✓			Ⓒ
22	Tree Assessment	✓	✓	✓	✓					✓	✓	✓	✓		Ⓒ

Validation Quick Guide



Required. Instances where such reports are required, although these should be tailored to the type of development involved



See site constraints / specific validation guidance for requirements. Instances where reports could be discretionary. Contact with the local planning authority is firstly recommended to confirm whether required or not, preferably by way of entering into pre-application discussions

PART 5: LOCAL VALIDATION REQUIREMENTS - PLANNING STATEMENT GUIDANCE:

A Planning Statement sets out your development in greater detail and is an opportunity to explain your proposal. The statement should contain sections on the following, where applicable):

Affordable Housing

When Expected: Proposals which would provide 10 or more new residential units / proposals for residential development on sites with the potential to provide 10 or more residential units.

The statement should assess the appropriateness of the amount, design, deliverability, and type of affordable housing (in conjunction with the Financial Viability Assessment where relevant). The statement must include:

- the number of residential units and where relevant tenure mix
- the mix of unit types with numbers of habitable rooms and bedrooms and the floor space of habitable areas of residential units.
- the number, size and tenure of wheelchair dwellings
- the location of the affordable units on a plan to scale, identifying the size and layout of the affordable units
- details of rent levels for affordable rent units
- details of any discussions with any affordable housing providers and the details of any Registered Providers acting as partners in the development.

Note: non-conventional housing units such as student housing may also apply

Refer to: London Plan (2021) – D7, H1-H11, H15; Enfield Core Strategy (2010) - CP3, CP46; Enfield Development Management Document (2014) - DMD1; The Enfield Strategic Housing Market Assessment (2015); The Mayor of London's Affordable Housing and Viability Supplementary Planning Guidance (SPG)

Circular Economy Statement

When Expected: Proposals referable to the Mayor of London.

The statement should demonstrate:

- how all materials arising from demolition and remediation works will be re-used and/or recycled
- how the proposal's design and construction will reduce material demands and enable building materials, components and products to be disassembled and re-used at the end of their useful life
- opportunities for managing as much waste as possible on site
- adequate and easily accessible storage space and collection systems to support recycling and re-use
- how much waste the proposal is expected to generate, and how and where the waste will be managed in accordance with the waste hierarchy
- how performance will be monitored and reported.

Refer to: London Plan (2021) –SI 7

Community Audit

When Expected: Proposals resulting in the loss of social infrastructure.

The purpose of the Audit is to identify buildings that have community uses or other uses of social / economic value. Social infrastructure includes health provision, education, community, play, youth, early years, recreation, sports, faith, criminal justice and emergency facilities, public houses. If a proposal would result in the loss of social infrastructure, it is strongly recommended that this is discussed with officers as at pre-application stage.

Construction Management Plan (CMP)

When Expected: Proposals involving major developments and/or commercial/community/industrial extensions of 250m² or greater

Details should be included of how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.

The CMP should include details on the following:

- Scope of works
- Provision of boundary hoarding
- Hours of operation
- Means to control dust and emissions to air
- Means to control noise and vibration
- Proposed working hours
- Any Personal Protective Equipment (PPE) required.
- Work programme

It is recognised that the details provided within the CMP, at the application stage, may be subject to change following the appointment of contractors at the development stage should permission be granted.

However, it is good practice to consider construction management prior to the submission of an application.

The CMP should be in accordance with the GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction' and also include measures to deal with protection of trees, biodiversity and contaminated land where relevant.

Refer to: London Plan (2021) – T1-T7; Enfield Core Strategy (2010) - CP24-CP25 CP36; Enfield Development Management Document (2014) – DMD45-DMD48; The Revised Technical Standards for Footway Crossovers (2013) and the Section 106 Supplementary Planning Document (2016); GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'.

Designing Out Crime Statement

When Expected: Proposals involving major developments and/or commercial/community/industrial extensions of 250m² or greater

The statement must detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered.

Refer to: London Plan (2021) – D11.

Economic Statement

When Expected: Where there is a proposed loss/reduction of jobs, commercial floorspace and/or industrial capacity

Details of the existing jobs provided on site and the potential jobs that the existing space could provide based on the existing floor area (to include

any mezzanine floors and upper floors) in addition to:

- details of any new jobs that might be created or supported
- the relative commercial floorspace, and where relevant industrial capacity, totals for each proposed use (where known)
- any community benefits
- reference to any regeneration strategies that might lie behind or be supported by the proposal.
- where employment uses on site would not be replaced on-site or in other Employment Locations, marketing information to prove that the
- site is no longer suitable or viable for continued employment use

Refer to: London Plan (2021) – E1-E11, SD1-SD10 and S1

Green Belt /Metropolitan Open Land Assessment

When Expected: Required for all development within Green Belt or Metropolitan Open Land and/or affecting the openness of the Green Belt or Metropolitan Open Land

The statement should demonstrate the impacts of the proposal upon the openness of the Green Belt or Metropolitan Open Land.

Refer to: London Plan (2021) – G1-G9; Enfield Core Strategy (2010) – CP31-CP33; Enfield Development Management Document (2014) – DMD82, DMD83, DMD89-DMD91.

Heads of Terms (S.106 Agreement)

When Expected: Proposal which require the Council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site.

Refer to: London Plan (2021) – DF1; Section 106 Supplementary Planning Document

Health Impact Assessment

When Expected: Any proposal for major residential developments or of a scale referable to The Mayor of London

The statement should demonstrate the impacts of the proposal on health, wellbeing and health inequalities. Requirements for planning applications are as follows:

- All major residential developments between 10 and 199 units must complete the council's HIA screening assessment at pre-application stage, to assess whether a full HIA is necessary and submitted with the application.
- All large residential developments (over 200 units or 10,000m²) must submit a more detailed 'Watch out for Health' screening assessment at pre-application stage, with a full HIA submitted where a need has been identified through the screening process.

A HIA should be undertaken as early as possible in the plan making or design process to identify opportunities for maximising potential health gains, minimising harm, and addressing health inequalities.

The HIA should:

- identify the impacts of the development proposal on health (including obesity, mental health and physical wellbeing)
- identify opportunities to reduce health inequalities as a result of the development including in their design, construction and management
- detail necessary mitigation (inherent with the scheme as well as through the use of conditions and/or obligations)
- Where a scheme is accompanied by an Environmental Statement, the details may be provided within the document as part of a socioeconomic
- chapter.

London Healthy Urban Development Unit (HUDU) guidance on desktop HIA should be used. For development proposals of a scale referable to the GLA, a full HIA will be required.

Refer to: London Plan (2021) – HC1, HC2 and GG3, SG2; Enfield Core Strategy (2010) – CP 7

Open, play space and recreation assessment

When Expected: Where the loss of open space is proposed, the following must be provided:

- details of existing open space in the vicinity of the site
- details of any open space lost as a result of the development (in sqm)
- details of the area of any open space proposed by the development (in sqm)
- details of the type of open space provided by the development and how it will meet the Open Space standards and targets set out London Plan
- any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space.
- If proposals include the loss of open space, it is strongly recommended that this is discussed with officers at pre-application stage.

Where open space is proposed, details of and justification should be provided for proposed play space. This should identify formal and informal play space provision, demonstrating how quantity standards have been met, and should include information on the location and design of the space (including layout, landscaping and materials). Maintenance arrangements should be included.

Refer to: London Plan (2021) – D1, D2, D3, D8, G4, S4 and S5; Enfield Core Strategy (2010) – CP32; Enfield Development Management Document (2014) – DMD43 and DMD69

Photographs and Photomontages

When Expected: All proposals

Provide photographs of the existing building and relationship with neighbouring building

Refer to: London Plan (2021) – D4, D9 and HC4

Schedule of Accommodation and Operation

When Expected: All applications where residential, student or shared living accommodation is proposed.

This should:

- Identify each residential dwelling, its total size and the size of; private external amenity space, bedrooms, living rooms, kitchens (or LKDs), and storage.
- Identify their tenure and whether the dwelling is M4(3) or M4(2) compliant
- The residential units must be numbered so that they can be cross referenced to the proposed floor plans.
- Operational details to be provided regarding shared circulation spaces, travel distance between drop off points and dwelling entrances, security arrangements (including access control systems), refuse and recycling storage and mailbox locations.

Refer: London Plan (2021) – D5, D6, D7, H10

Statement of Community Engagement

When Expected: Proposals involving major developments and/or commercial/community/industrial extensions of 250m² or greater

The statement should demonstrate how the applicant has complied with Enfield's Statement of Community Involvement (SCI) and show how the views of the local community have been sought and considered in the development proposals.

The statement shall include:

- Information on how the applicant has complied with the requirements for pre-application consultation set out in NPPG on pre-application engagement
- How the views of the local community have been sought and considered in the formulation of development proposals
- Identification of the number and type of engagements and number of attendees at those engagements
- Pre-application engagement with the Council

Structural Method Statement / Survey

When Expected: Required for all applications involving substantial works where the retained structure is changing significantly, there is a basement, or the development is affecting the foundations.

This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.

Note: If 50% of the original structural walls of the house are being demolished, or where the original property could not stand following the works proposed (i.e., the original walls left could not self-support whilst the works take place), then the application is not a householder extension.

Refer: London Plan (2021) – D10

Sustainable design and construction statement

When Expected: Major developments, minor developments creating new residential and/or commercial units, and extensions of 100m² or greater.

The statement should set out how the application complies with relevant sustainable design and construction policies and guidance.

For major developments this should include:

- A full Energy Statement,
- Assessment of sustainable design standards for new residential and BREEAM pre-assessments (as appropriate),
- draft Green Performance Plan,

Refer to: London Plan (2021) – SI1 to SI5, SI7, SI13; Enfield Core Strategy (2010) – CP10

Urban Greening Factor

When Expected: The applicant will be required to demonstrate how Urban Greening has been incorporated into proposals and how this meets the Urban Greening Factor targets set out in London Plan Policy G5 or any subsequently adopted target.

Refer to: London Plan (2021) – G5

Utilities and foul sewage assessment

When Expected: Major developments involving connection to utilities infrastructure, e.g., electricity, gas, telecommunications and water supply:

The applicant will be required to demonstrate that:

- Following consultation with the service provider, the availability of utility services has been examined and the proposal would not result in undue stress on infrastructure
- Proposals incorporate utility company requirements for substations, telecommunications equipment or similar
- Service routes have been planned to avoid (as far as possible) damage to trees and archaeological remains
- Where development impinges on existing infrastructure, provisions for relocating or protecting that infrastructure have been agreed with the service provider

Refer to: London Plan (2021) – S15

PART 6: VALIDATION REQUIREMENTS – APPLICATION TYPE GUIDANCE:

Certificate of Lawful Use (Existing)

A description of the site and its planning history; a clear description of the use(s) or work(s) to which the application relates; an explanation as to why the use(s) or work(s) are believed to be lawful (with reference to planning legislation, where relevant); and appendices containing a dated floor plan, sworn affidavits, rent records, evidence of council tax and utility bills, receipts relating to works, advertisements relating to a business, invoices, tax returns and dated photographs, as appropriate.

Protecting Your Information - As this application may require the submission of documents containing personal information, we recommend you provide a summary list of your evidence setting out the document name(s) and dates for publishing on the council's website.

Certificate of Lawful Use (Proposed) and Prior Notifications

Provide a checklist demonstrating how the proposal meets all restrictions, limitations and conditions of the class of permitted development.

Advertisement Consent

Provide details of the method (e.g., static), type (e.g., externally/ internally lit) and colour. For projecting signs mark the distance from the edge of the sign to the pavement and kerb edge.

Tree Works (including TPO consent)

If you are proposing to undertake works to trees where one or more are protected by a TPO and others are not subject to a TPO but are in a Conservation Area, we will consider these as two separate applications. You will need to submit all mandatory documents and local requirement information.

All reduction work should be detailed

Minor Amendments (S73/S19) and Non-Material Amendments

An explanation as to how the proposed development differs to the approved scheme; a summary of relevant national, regional and local planning policies and guidance adopted since the previous permission was issued (without reproducing their full text) and explanations as to how/why the proposed development accords or fails to accord with them; and an explanation as to why the alterations are required.

A set of the relevant approved plans (drawing numbers matching those cited on the approved decision notice) should be provided. These plans should be marked up and annotated with the proposed amendments. If an approved supporting document requires amendments, this should be submitted in its approved form

Outline Applications

The Council reserves the right to request further information in the form of e.g., indicative drawings and other supplementary documents. In accordance with Article 4(2) of the Town and Country Planning (Development Management Procedure)(England) Order 2010, where the Local Planning Authority are of the opinion that, in the circumstances of the case, the application ought not to be considered separately from all or any of the reserved matters, we shall within the period of 1 month beginning with the receipt of a valid application notify the applicant that they are unable to determine it unless further details are submitted, specifying the further details required. All applications should include the following matters:

- Layout – proposed drawings to show approximate location of buildings, routes and open spaces (scale 1:50 or 1:100)
- Scale – proposed drawings to show upper and lower limits for height, width and length of each building (scale 1:50 or 1:100)
- Access – proposed drawings to show areas where access points are situated (scale 1:50 or 1:100)
- Landscaping – proposed layout drawings indicating areas of hard and soft landscaping, fencing or other boundary treatments, and any other amenity features (scale 1:50 or 1:100)
- Appearance – proposed drawings to show elevations of buildings, including materials to be used